

TTUHSC CURRENT AND FUTURE LABOR CHANGE ePAF



Budget Office
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TTUHSC Current and Future Labor Change

Purpose

The purpose of the TTUHSC Current and Future Labor Change ePAF is to change the funding on an employee for pay periods that have not been paid.

The Current and Future Labor Change ePAF is only used to change the labor distribution of an employee. It cannot be used to change an employee's FTE, salary, or title.

There are many reasons why you may need to process a Current and Future Labor Change ePAF. Here are a few examples:

- Your department has received a new grant and the labor distribution of an employee needs to reflect this grant funding.
- The initial new hire ePAF was processed with the incorrect labor distribution.
- An employee in your department has been paid from a grant that ended and their job labor needs to be moved to another funding source.
- Restructuring is done within your department and labor must be changed to fund employees correctly.
- At the beginning of the fiscal year you notice that an employee was funded incorrectly during the budget prep cycle.
- Your department uses multiple organization codes to allocate expenditures and an employee's pay needs to be allocated to a different organization code.
- During the fiscal year the department experiences funding issues requiring that an employee's pay needs to be changed to an alternate funding source.

Preparation

Required Information

- **Employee's R-ID number, position number and suffix to be changed**
The Cognos Report - *Human Resources Reports > Departmental Users > HR121 – Current and Future Appointment Report* should be used to find the R-ID number, the position number and suffix. This report will also display the employee's current funding source.
- **Effective date of change**
The effective date of the change must be later than the Employee's Last Paid Date. The effective date of the change must also be at the **beginning of a pay period**. *The*

beginning of the pay period is the 1st of the month for all exempt employees and either the 1st or 16th for a non-exempt employee.

- **FOAP's to be used for the employee's new Labor Distribution**

There are a variety of Finance and Budget Cognos reports containing FOAP information and available balances in each FOAP. Below is a list of three reports that provide this information:

- HSC Finance>Finances Relative to Budget >Budget Account Code Summary report
- Budget>Budget Financial Reports>RPT_BAVL_005 – Available Balance by Organization (BAVL)
- Budget>Budget Financial Reports>RPT_OPAL_005 – Operating Ledger

- **Percentage to be paid from each FOAP**

The percentage applied to each FOAP may be up to 2 decimal places. The FOAP percentage may be calculated based on the total annual salary and the annual salary per FOAP as outlined in the following examples:

Example #1

Employee A's annual salary is \$25,000/year. Employee A should be paid \$10,000/year from 101049-201401-612002-60 and \$15,000/year from 181033-201801-612002-60.

The calculation to derive the FOAP percentage would be:

- 101049-201401-612002-60: $(\$10,000/\$25,000)*100 = 40.00\%$
- 181033-201801-612002-60: $(\$15,000/\$25,000)*100 = 60.00\%$

Example #2

Employee B's annual salary is \$22,216/year. Employee B should be paid \$12,834 from 101049-201401-612002-60, \$3,515 from 181033-201801-612002-60, and \$5,867 from 221022-201001-612002-20. The calculations to derive the FOAP percentages would be:

- 101049-201401-612002-60: $(\$12,834/\$22,216)*100 = 57.77\%$
- 181033-201801-612002-60: $(\$3,515/\$22,216)*100 = 15.82\%$
- 221022-201001-612002-20: $(\$5,867/\$22,216)*100 = 26.41\%$

In this example, the FOAP percentage was rounded to the 2nd decimal place.

Note: If the position is a secondary position, percentages must be whole percentage numbers as in 20%/80% or 73%/27%.

Completing the TTUHSC Current and Future Labor Change PAF

1. To process a Current and Future Labor Change ePAF, you will start by selecting H – Texas Tech Univ Health Sciences Ctr as the COA for the position you are updating.
2. Indicate the R# for the transaction. For details on how to search, view the Identifying the Employee section.
3. Once R# is entered, select the Retrieve Employee button.
4. Verify the information is correct for the person you selected.
 - If you select “Yes” to the “Can you confirm that the employee is correct?” question, you will proceed with the ePAF wizard.
 - If you select “No” to the “Can you confirm that the employee is correct?” question, you will be taken back to enter a new R# or search for the person.
5. Once you have confirmed the person, you will see the existing employee and position information. This section will display the last paid date by position/suffix.
6. For the “Do you know what type of ePAF you need to submit?” question,
 - If you select “Yes”, you can choose the ePAF type.
 - TTUHSC Current and Future Labor Change, HLABOR
 - If you select “No”, you will be guided through a few questions to determine the appropriate ePAF type.
 - What is your type of change? Creating a labor distribution change only
7. Please select the appropriate position for labor change.
8. What is the effective date of the future funding change? Enter the date. This date must be after the employee’s last paid date for the position. The effective date of the change must also be at the **beginning of a pay period**. *The beginning of the pay period is the 1st of the month for all exempt employees and either the 1st or 16th for a non-exempt employee.* Labor distribution change ePAFs cannot be processed after the position’s end date.

Do you know what type of ePAF you need to submit? ☒ Yes ☐ No

Please select the epaf type below on the list: TTUHSC Current and Future Labor Change, HLABOR

Please select the position for labor change: Select Position

What is the effective date of the future funding change? 02/01/2026

Labor Distribution						
Chart	Fund	Orgn	Account	Program	Percent	Action
H	Fund	Orgn	Account	Program	100	Edit
Add Row						

9. The existing expensed labor distribution for the position will display to edit the existing row, click the edit icon and make your updates. Once updated, click save.

- The Account code will NOT need to be changed unless contacted by the Budget Office for a correction.

Chart	Fund	Orgn	Account	Program	Percent	Action
H	Fund	Orgn	Account	Program	100	Edit

Edit 101062 - 201401 - 612002 - 60

What is the new coas code? *

H

What is the new fund code? *

Fund

What is the new org code? *

Orgn

What is the new account code? *

Account

What is the new program code? *

Program

What is the new percentage for this FOAP? *

100

Save

Cancel

Add Row

10. Use the Add Row to add new FOAPs to the labor distribution and save.
11. Repeat steps 9 and 10 until the updated funding sources and percentages are completed. Verify the combined percent is 100.00.
12. Add appropriate comments. Comments are extremely helpful to the Budget Office when reviewing the ePAF. The Budget Office would like to see the following information in the comments:

1. Special Circumstances

There may be an instance where a department submits the Labor Distribution change to free up funding for another use. Another special circumstance is a reorganization of people and funding. Please specify any such special circumstance in the comments.

2. Is the Labor Change permanent or temporary?

A permanent labor change indicates the employee will continue to be paid on this funding source next fiscal year. A temporary funding source generally lasts only a few months and you do **NOT** wish for the employee to be paid from this source next fiscal year.

If the change is permanent then you will see this new funding source in salary planner during the budget prep cycle. If the change is temporary, the old funding source will be populated to salary planner for budget prep.

13. The approval section pre-populates approval routing for areas with a designated approver. For all other areas, select the appropriate approver for the level.

14. Save the transaction. At this point, an ePAF transaction number and a wizard transaction number will be generated.
15. Click the Submit button to submit the transaction. You should receive the following messages if the transaction has been submitted successfully:
 - ePAF created successfully!!!
 - The ePAF has been submitted for approvals.

Identifying the Employee

The ePAF wizard will ask if you know the employee's R Number.

- If you select "Yes", you will be asked to enter the R# and then select the Retrieve Employee button.
- If you select "No", you will be able to search. The search has the option to search for existing employees by selecting the Employee box, and requires either the Last Name or the SSN to be entered in the search. Please note, when searching by SSN, no dashes should be included. Once you have identified the correct person, select the radio button next to the record and then select the Select Match button.

Troubleshooting Errors with ESS 9

Here are some common errors that you may see on the Labor Distribution Change ePAF and how you can correct these errors within ESS9. Please remember that you should start your ePAF with the new ePAF Wizard.

- ***ERROR* Effective Date must be greater than the Last Paid Date of 31-March-2026** - If you receive this error it means that you are trying to change the labor distribution for a pay period that has already been processed by Payroll Services. This particular error is telling the user that the employee has been paid through the month of March, and that the effective date on the ePAF must be AFTER 3/31/2026.
 - To correct this ePAF, the user can change the effective date in the New Labor Distribution section of the ePAF.
 - The user can also VOID this ePAF and start a new one. Please be sure to start your ePAF with the ePAF wizard with the correct effective date of the labor distribution change.
- ***ERROR* New effective date must be greater than the last date of 01-JUN-2026** - This error means that a Labor Distribution Change is already in the system with an effective date of 6/1/2026. The system cannot create another Labor Distribution Change if a future change exists.

- To correct this error, please contact the Budget Office and ask that the future Labor Distribution record be removed from the system. The Budget Office will need to know if you'd like to have this future record re-instated after the ePAF is applied.

Budget Office Contact Information

If you have questions concerning the TTUHSC Current and Future Labor Change ePAF, feel free to contact the Budget Office.

Phone: 806-743-7717

Email: hscbud@ttuhsc.edu